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## Rapid Response Fund – Guidelines

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### 1. Introduction

A Rapid Response Fund formed part of the Transformation Strategy, presented to Trustees on 30 May 2019.

We recognise there are occasions when it is expedient for us to consider making grants to individuals and organisations on a discretionary basis for a purpose that falls outside the eligibility criteria for the Community Grants Programme, the Festivals & Events Fund, or other established grants programmes. These grants are made in response to a clear need, identified by the individual or organisation making the request for financial support, to deliver a project or other work that will add value to the organisation's overall outputs and deliver additional benefit for the local community. Often, decisions about such requests necessarily need to be made quickly.

The Rapid Response Fund is not intended as a supplementary funding stream for those already in receipt of an investment from us. We would not normally make a discretionary investment if the request appeared eligible for consideration under a main funding programme.

The Board approved a budget of £35,000 for a Rapid Response Grant Fund for 2020-21.

Approval of the operating framework of the Rapid Response Fund is delegated to the Charitable Purposes Subcommittee. The current framework was approved by CPC on 16 July 2019 (and subsequently ratified by the Chair who was not in attendance). The guidelines were amended by CPC June 9<sup>th</sup>.

#### Key considerations for grants

A Rapid Response investment may be provided to:

- Individuals and un-constituted groups who have a significant presence within the Royal Borough of Kensington and Chelsea (RBKC), with a particular focus on delivering projects or work that will benefit the North Kensington communities.
- A registered charity, a registered Community Interest Company (CIC) or a community group with a written constitution or governing document.
- Charity and community tenants of the Trust who are experiencing financial difficulties and cannot meet their rental commitments.
- We will not fund organisations with an annual income in excess of £10m, or are political or animal welfare organisations.

To meet any due diligence requirements, any individual must be known by the Trust or have a pre-existing relationship with us. Where appropriate, the Trust will cross-check with organisations such as the K&C Social Council and the K&C Foundation so that decisions are informed.

An application for a discretionary grant will be assessed against the following key criteria:

- That the proposed project could not be funded through one of the Trust's existing grant making programmes or other external programmes and that there is an immediate need for funding to mitigate against a community detriment.
- The extent to which the grant would be used for a purpose that meets the aims and objectives of Westway Trust, particularly on benefiting the local community.



- The ability, as evidenced in the application, to plan, organise, promote, deliver, monitor and evaluate the project or other work associated with the grant.
- Evidence of value for money and budget viability.

Applications can be made verbally or through an application form. Ordinarily, an initial assessment of an application will be made by one of the Trust's Associate Directors, and a recommendation made to the Chief Executive Officer. A final decision will be made via email to trustees with a one week deadline on responses and the usual conflict of interest exemptions.

An application for a discretionary grant may be submitted at any time to [grants@westway.org](mailto:grants@westway.org).

Decisions will be based solely on the merits of the funding request. Those decisions will not necessarily be dependent on the nature of any existing relationships they may have with Westway Trust.

There is no deadline for responding to requests, as there is no formal application process. However, we would aim to give a decision within 10 working days of becoming aware of the application or approach.

The grant can be used only for the activity or project described in the funding application or as set out in our letter of award. Where appropriate, once the activity or project has been completed, the grant recipient must submit – no later than two months after the end of the activity or project - an impact report that sets out how successful it has been and what it has achieved. Our grants team will work with recipients to produce any report. This will be shared with the Charitable Purposes Committee.

## **2. Financial limits**

The maximum amount of any individual grant made in any year, will ordinarily be £2,000. However, there may be occasions where more flexibility is required, and we will want to consider grants in excess of this amount.

## **3. Reporting**

CPC to receive regular reports on funds distributed.

For the record, taken from CPC papers and minutes 16.07.19, 09.06.20  
ML; 28.11.19 VP 10.09.20.